



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

**PROFESSIONAL SERVICES FOR
DULUTH LAKEWALK TRAIL MASTER PLAN**

RFP NUMBER 16-0658

ISSUED NOVEMBER 2, 2016

PROPOSALS DUE NOVEMBER 15, 2016

SUBMIT TO:

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview

The City of Duluth's Parks and Recreation Division ("Parks") is seeking a statement of qualifications and a price quote for professional services to prepare a comprehensive parks and recreation plan ("Plan") for the Duluth Lakewalk Trail. This plan must align with the requirements set forth by the Greater Minnesota Parks and Trails Commission to apply for designation as a regionally significant trail. This includes a field inventory and analysis of the trail including bike and pedestrian traffic, permitting and commercial use practices, design recommendations for wayfinding signage both at trail access points and along the trail. The Plan will include connectivity to the adjacent green space and amenities, spur trail connections and water access.

The Lakewalk in context of this Plan is made up of the physical 7.3-mile trail alignment and the adjacent green space managed and maintained by the City of Duluth for recreational or conservation purposes. In relationship to the "Plan," the Lakewalk Trail is divided into three segments: "Baywalk to 21st Avenue East," "21st Avenue East to 61st Avenue East," and "Gitchi Gammi Park/Brighton Beach."

Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit questions via email to purchasing@duluthmn.gov	Nov. 7, 2016
Answers to questions will be posted to the City website no later than this date.	Nov. 9, 2016
Proposals must be received in the Purchasing Office by 2:00 PM on this date.	Nov. 15, 2016

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-5. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-6. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an official authorized to bind the Proposer to its provisions. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-7. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucep.metc.state.mn.us/>.

I-8. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by May 1, 2017. The selected Proposer shall not start the performance of any work nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-9. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or

competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.

- B. There is no conflict of interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

I-10. Notification of Selection. The top three scoring firms will be invited to present their proposals in-person, presentations will be scheduled between November 17-23, 2016. Proposers whose proposals are not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

PART II - PROPOSAL REQUIREMENTS

Submittal of the Request for Proposals should include the following criteria and be structured accordingly:

1. Cover Letter
2. Firm Information
 - a. Name of Firm/Discipline
 - b. Contact Information
 - c. Staff Size
3. Three References we may contact with whom similar planning work has been completed within the last three years and whose proposed facilities and changes have been implemented.
4. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
5. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Also, complete qualifications must be submitted for other members of the project team.
6. List whether or not this is a joint venture or if your agency is the sole consultant for the entire project. Include any sub-contractors who will be working with your firm on this project and what their responsibilities will be.

7. A brief description of the scope of work, touching on each specific element you would provide to achieve the desired plan.

8. Cost of your services, in detail, including hours dedicated to each area defined within the scope of services. This will allow Parks and Recreation staff to selectively choose the desired services, additional or otherwise. Cost will only be a factor after the selection process is completed.

9. Detail meetings and community outreach with Parks and Recreation staff, Parks Commission, City officials, stakeholder interviews and public forums.

10. Proposed schedule for the project.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Work Plan	25%
Qualifications/experience of the personnel and company working on the project	20%
Understanding of the project scope	15%
Completeness of the proposal	10%
History (completeness & timeliness) of past work with the City of Duluth	10%
Project costs/fees	20%

The consultant team should have expertise in comprehensive long-range linear park and trail planning and design of similar size and scope. Each proposal will be evaluated based on qualifications. The City has the right to refuse any and all RFP's in whole or in part and select the proposal deemed by the governing body to be in the best interest of the City. Firms that are not selected will be notified in writing.

PART IV – PROJECT DETAIL

The Lakewalk in context of this Plan is made up of the physical 7.3-mile trail alignment and the adjacent green space managed and maintained by the City of Duluth for recreational or conservation purposes.

Duluth's lakeshore was once used for heavy industry and it wasn't until 1986 that the City of Duluth created the Downtown Duluth Waterfront Plan. Providing public access to Lake Superior was a focus of the plan, and in 1986, the first segment of the Lakewalk was constructed, spanning 0.4 miles. Over subsequent years the Lakewalk continued to

reach further east, and by 2013 a connection was made to its current eastern terminus of Gitchi Gammi Park/Brighton Beach.

The Duluth Lakewalk is well-known to all those who have lived in or visited Duluth. It consistently is listed as one of the top attractions on tourism and visitor websites and guides. Loved by locals and tourists alike, the Duluth Lakewalk and its unique location on the shores of Lake Superior continue to draw high numbers of users in all four seasons and continually acts as a focal point for community events.

In relationship to the "Plan," the Lakewalk Trail is divided into three segments: "Baywalk to 21st Avenue East," "21st Avenue East to 61st Avenue East," and "Gitchi Gammi Park/Brighton Beach."

Baywalk to 21st Avenue East: This segment of the trail is typically utilized by visitors, tourists, and commuters as a connection to the surrounding business district and amenities. This segment experiences the highest use and density of amenities, including but not limited to:

1. Bayfront Festival Park
2. Canal Park Business District
3. Sister Cities Park
4. Endion Station/Corner of the Lake
5. Northland Vietnam Veterans and Korean War Memorials
6. Lake Place Park
7. Leif Erickson Park
8. The Rose Garden
9. Connections to business districts
10. Water access points

21st Avenue E to 61st Avenue E: This segment has direct connection to residential housing and the Lakeside Business District. The segment was fully constructed in 2013, and includes:

11. Beacon Point Extension
12. London Road Connection and parking lot
13. Multiple at-grade road crossings
14. Connection to Lester Park
15. Underpass to Brighton Beach

Gitchi Gammi Park/Brighton Beach: This segment of the trail has not been built and the final alignment through the park needs to be determined through this master planning process. Funding for the segment has been secured and construction is planned for 2018.

On contingency, Parks will consider the following elements for master planning:

1. Neighborhood and business district spur connector trails:

GENERAL PROJECT SCOPE

Deliverables

The master plan combined will serve as a long range plan to meet the community's park, trail and recreational needs. The project should include park and facility inventory and assessment, community input, program assessment, maintenance management, planning analysis, cost estimates, and implementation strategies.

Completion of Lakewalk Master Plan sequenced in the following process:

1. Site Analysis and title work
2. A preliminary plan or options to be reviewed by all interested parties
3. Plan revisions and possible additions of phases
4. A final master plan for approval by all entities by April 2017
5. Narrative of master plan, element phasing, project goals and objectives
6. Budget and budget narrative

The City of Duluth intends to hire a consultant who will work with all of the partners (identified below). The consultant will host a series of stakeholder meetings, a minimum of two public meetings and develop an online survey to gather input from interested parties and will use that information to produce a comprehensive Master Plan. That plan will be presented to the Parks and Recreation Commission and the Planning Commission before seeking approval from the City Council.

Potential Mini-Master Plan Participants

The consultant should meet first with City of Duluth staff (Parks and Recreation, Community Planning, Property and Facilities and Maintenance Operations), then the identified neighborhood community club and/or business group, to obtain a good idea of the current and future land use issues.

Other Mini-Master Plan participants may include, but are not limited to:

- Trail and Bikeway Committee of the Parks Commission
- MnDOT – Bicycle and Pedestrian Division – US Bicycle Route 41
- Greater Downtown Council
- Canal Park Business Association
- Friends of the Lakewalk
- Neighborhood Community Clubs
- Restoration groups
- Historic preservation groups
- Park and Recreation Commission
- Indigenous Commission
- Neighbors and general public
- Outdoor recreation user groups
- Healthy Duluth Area Coalition
- Duluth-Superior Metropolitan Interstate Council
- Veteran's groups
- Duluth Sister Cities International

Issues to Consider in the Master Plan Process may include, but are not limited to:

- ADA – trail and facility accessibility issues
- Rules/regulations
- Vegetation Management
- Addressing short-term and long-term infrastructure needs
- Working relationship between existing trails/urban pathways and proposed trails
- Historical features
- Wayfinding and signage
- Safety
- User conflict and congestion
- Park infrastructure sustainability upgrades and recommendations
- Environmental stewardship best management practice recommendations
- Development adjacent to the trail
- Renaming of Lake Place Park to an indigenous name
- Motorized use such as segways and e-bikes
- Hwy 61 connection
- Campus Connector Trail connection
- US Bicycle Route 41 status

Consultant Requirements to Bid on the Master Plan:

- Demonstrated experience in working with urban parks and trail systems
- Working knowledge of various ecological and natural systems including invasive species issues
- Ability to lead members of the public through a participatory process to arrive at a final plan
- Demonstrated understanding of current trends in Park and Trail infrastructure sustainability and environmental stewardship

Available Resources

Information available for this project are the 2010 Parks and Recreation Master Plan and the 2011 Trail and Bikeway Master Plan. These are available on the City's Parks Division website at <http://www.duluthmn.gov/parks/>

Feasibility studies and reports specific to the Lakewalk can be found here:

<http://www.duluthmn.gov/parks/parks-planning/lakewalk-planning/>

The Legacy designation application and requirements can be found on the Greater Minnesota Regional Parks and Trails Commission website:

<http://www.gmrptcommission.org/>

Visit Duluth's Visitor Guide highlights the number of destinations and amenities adjacent to the Lakewalk Trail: <http://www.visitduluth.com/visitor-guide>

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 16-0658**

Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal ID Number	

Submittals Enclosed and Separately Sealed:	
<input type="checkbox"/>	Technical Submittal
<input type="checkbox"/>	Cost Submittal

<i>Signature</i>	
Signature of an official authorized to bind the Proposer to the provisions contained in the proposal:	
Printed Name	
Title	

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY RESULT IN THE REJECTION OF THE PROPOSAL